

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5121

TITLE: DIRECTOR, LAND DEVELOPMENT REVIEW AND COMPLIANCE DIVISIONS

GRADE: S-33

DEFINITION:

Under the general direction of the Deputy Director of the Department of Public Works and Environmental Services (DPWES) for Land Development Services, responsible for directional supervision of a group of engineers, other professionals, and related para-professional and administrative positions that participate in the development and enforcement of legislation, codes, and ordinances as they apply to land development.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Work at this level is predominately managerial and administrative, but requires extensive professional engineering and/or related land development knowledge and skills to manage and oversee complex engineering and/or land development work.

ILLUSTRATIVE DUTIES:

Reviews and approves the work of architects, engineers and or developers in the design phase of all new construction and alterations to existing construction projects;
Exercises broad discretion in balancing code requirements, practical application, and political sensitivities to resolve land development issues that may be contentious;
Prepares legislative proposals and negotiates with state counterparts/regulators and representatives from the development industry, concerned citizen groups and Board of Supervisor members on proposed statewide land development legislation;
Represents Fairfax County in the Code development process at both the State and National level;
Plans, coordinates, and supervises an operating division consisting of engineers, other professionals, and related para-professional and administrative positions and performs diverse technical, managerial, and leadership work as a Division Director.

Building Plan Review and Permits

Responsible for regulatory enforcement of the Virginia Uniform Statewide Building Code;
Periodically reviews the building plan review and permitting processes to improve their effectiveness while maintaining a high level of customer service;
Seeks input from a broad spectrum of stakeholders i.e. architects, engineers, developers and permit runners in the building community concerning changes in policies and procedures;
Will, as required, be or act on behalf of, the Fairfax County Building Official.

Environmental & Site Review

Responsible for enforcing County land development codes, Chesapeake Bay Preservation Act, Virginia Stormwater Management Law, Erosion and Sediment Control Regulations, Site Plan Ordinance and Subdivision Ordinance.

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Environmental & Facilities Inspection

Responsible for the inspection of construction projects and ensuring bonded public improvements, proffers, grading and environmental controls are installed in accordance with applicable State & County regulations;

Oversees and ensures the timely resolution of construction, drainage and erosion and sediment control problems;

Ensures the management of development agreements and conservation agreements for major construction projects.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of federal, state, and county laws, regulations, and codes that apply to land development;

Knowledge of the principles and practices of land development, environmental, civil engineering, building design, plans review, and construction;

Ability to make detailed plans and procedures for the most effective use of manpower;

Ability to oversee professional work of architects, engineers or developers;

Ability to communicate effectively with and to promote collaborative relationships with citizens, environmental groups and government leaders;

Ability to formulate and present proposals and presentations for a variety of audiences;

Ability to formulate accounting and record systems to provide data for project costs and work evaluation;

Ability to prepare concise, effective reports.

EMPLOYMENT STANDARDS:

Any combination of education, training, and experience equivalent to the following:

Graduation from an accredited four year college or university with major coursework in Engineering or a related field; PLUS

Five years of progressively responsible experience in the appropriate engineering field, two of which must have been in a management capacity.

CERTIFICATES AND LICENSES REQUIRED:

Plan review and permit positions

Director positions responsible for reviewing building plans and issuing permits require Plan Review certifications issued by the Virginia Department of Housing and Community

Development in all code disciplines (i.e. commercial or residential building, plumbing, electrical or mechanical) and as a certified building official.

Director positions responsible for reviewing environmental and site plans require possession of a valid Virginia Erosion and Sediment Control Certification or a Professional Engineer or Architect Licensure.

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Director positions responsible for inspecting environmental and facilities construction require a valid Virginia Erosion and Sediment Control Certification or a Professional Engineer or Architect License.

REGRADED:	July 1, 2007
ESTABLISHED:	February 2, 2007